

कार्यालय, रक्षा लेखा महानियंत्रक

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IMPORTANT CIRCULAR

संख्या ले.प.स./13349/एम.बी.आर/2018

दिनांक : 09.10.2018

सेवा में,

समस्त रक्षा लेखा प्रधान नियंत्रक / रक्षा लेखा नियंत्रक ।

विषय :- मासिक ब्रीफिंग रिपोर्ट के संबंध में ।

Sub :- Monthly Briefing Report (e-MBR).

This has the reference to HQrs DO No. AT-Coord/13349/MAR/2013 dated 11.07.2013 (*Annexure-A*) and circular No. AT-Coord/13349/e-MBR dated 10.08.2018 (*Annexure-B*) vide which respectively Monthly Briefing Report (MBR) and e-MBR has been introduced and guidelines were issued regarding rendering of said report.

2. Of late, it is observed that :-

- i. MBR from some Pr. Controllers/Controllers were not received through e-MBR module.
- ii. MBR from some Pr. Controllers/Controllers were received after due date i.e. 5th of the following month.
- iii. Some Pr. Controllers/Controllers have sent hard copy of MBR after uploading the same in e-MBR module.

3. In view of above, it is requested that MBR should be sent only through e-MBR module by 5th of the following month and hard copy of the same may not be sent.

4. It is therefore requested to ensure that e-MBR may be rendered online only and any paper communication in this regard may be strictly avoided.

Manshuvi Rude

Jt. CGDA [AT-Coord]

Copy to:

IT &S Cell - For uploading on CGDA's website.

sd/-

Jt. CGDA [AT-Coord]

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Circular

No. AT/Coord/13349/e-MBR

Dated : 10.08.2018

To

All PCsDA/CsDA


Sub: Introduction of e-MBR (Monthly Briefing Report).

It has been decided by competent authority to introduce e-MBR for receiving the Monthly Briefing Reports online from PCsDA/CsDA. As such an application for receiving of MBR online has been developed and embedded into e-MPR (Monthly Progress Report) application. Production Server has been updated on 07/08/2018. Now PCsDA / CsDA are able to forward the MBR after three tier validation to HQrs Office. HQrs Office may be able to download the report as and when required. Existing user of e-MPR will be able to submit e-MBR online.

2. Following steps may be followed for operating e-MBR :
- (i) Administrator / Uploader of PCsDA / CsDA office will Enter the Report after Selecting pre-defined categories.
 - (ii) Verifier of PCsDA/CsDA office will verify the data. Verifier is able to Add / Edit / Delete the data entered by Uploader. In absence of Uploader, Verifier is able to enter the data.
 - (iii) Approver i.e. IDAS level officer will Approve the data. Approver is able to Add / Edit / Delete the data entered by Uploader / Verifier. In absence of Uploader / Verifier, Approver is able to enter the data.
 - (iv) Once data is approved by Approver, the same will be available to HQrs Office for downloading.
 - (v) Data Blocking System :
 - (a) Uploader will not be able to Add / Edit / Delete data after verification done by Verifier.
 - (b) Verifier will not be able to Add / Edit / Delete data Once clicked on verify button.
 - (c) All three levels will not be able to Add / Edit / Delete data Once clicked on Approve button.
 - (vi) Report in its proper format will be visible only after approval of report by approving authority.

3. In view of the above, it is requested that erstwhile Monthly Briefing Report being forwarded manually by PCsDA/CsDA will henceforth be sent online through the e-MBR application developed and embedded into e-MPR from August 2018 onwards.
4. Any problem faced while operating and uploading the report may kindly be taken up with IT & System Wing of HQrs office.

Please acknowledge receipt.


(J. Lhungdim)
Sr.Jt.CGDA (AT-Coord)



राजेश कुमार सिन्हा, भा.र.ले.से.

R K Sinha, IDAS

रक्षा लेखा संयुक्त महानियंत्रक

Jt. CGDA

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Controller General of Defence Accounts

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DO NO. AT-Coord/13349/MAR/2013

Dated: 11.07.2013

Dear

During the weekly review meeting, CGDA has directed that a monthly feedback should be submitted on important areas of work by PCsDA/CsDA. Accordingly, a system of Monthly Briefing Report is being introduced.

2. The Report in demi-official format addressed to the CGDA should contain the following areas of work:

- (a) Progress made in DAD projects.
- (b) A brief note on the test checks carried out by IDAS officers as per circular no. IA/AT-System/2013 dated 26.04.2013.
- (c) Post audit of ECHS vouchers.
- (d) Important points noticed during pre-audit and post-audit and remedial measures taken thereon.
- (e) Critical analysis of PAO-wise DOs II (rejection, un-recycled, unprocessed) alongwith initiatives taken for their improvement.
- (f) Any other initiative/observation worth reporting.

3. Further, the report should focus on qualitative aspects rather than quantity for appreciation by the CGDA.

4. I would request that your Monthly Briefing Report should be sent to the CGDA positively by 5th of every month.

With

Yours

All Regional/Functional
PCsDA/CsDA

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